

Federal Victims of Crime Act (VOCA) Victim Assistance Program



VOCA (Victims of Crime Act) **Grant**

FY 2005 Application for Renewal Funding

***Massachusetts Victim and Witness Assistance Board
Massachusetts Office for Victim Assistance***

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VOCA Grant
FY 2005 Application for Renewal Funding
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SECTION 1: VOCA Grant Renewal Timeline

December 1, 2003	Renewal Application posted on MOVA Web Site and MassVOCA listserv
February 5, 2004	Grant Submission Deadline 4:00 p.m.
May 2004 TBA	Victim and Witness Assistance Board Meeting: Vote on all VOCA awards
July 1, 2004	Start date for VOCA contract
June 30, 2005	End date for VOCA contract

Note: Timetable is subject to change at the discretion of the Victim and Witness Assistance Board.

SECTION 2: Application for Renewal Funding

Introduction

The Victim and Witness Assistance Board is dedicated to advancing the rights of, and improving services to, victims of crime in the Commonwealth. The Board serves as the statewide resource for victims and victim service providers. The Board has administered the federal Victims of Crime Act of 1984 (VOCA) Victim Assistance Grant in Massachusetts since its inception. The Board is in its nineteenth year of funding victim services programs with VOCA funds. Please refer to the January 2003 VOCA Program Guidelines for additional information on the history of the Victims of Crime Act, the four priority victim categories for receipt of federal VOCA funding, and the federal regulations. This document is available to download on the MOVA web site at www.mass.gov/mova.

VOCA awards are traditionally awarded on a three-year funding cycle. Fiscal year 2005 marks the second year of a three-year funding cycle. Although presumptively eligible for funding, current VOCA recipients are not guaranteed funding for FY 2005 or future years. Funding levels will be reviewed each year and decisions will be contingent on a program's submission of a complete and satisfactory application for funding each fiscal year, compliance with VOCA regulations, and funding availability. All grant awards are made by the Victim and Witness Assistance Board.

In the present application, VOCA funded agencies may apply for continuation grants to **level fund** their currently funded activities in FY 2005.

I. General Information

- A. Eligibility:** Current VOCA recipients are eligible to apply for funding in order to renew grant awards for the next fiscal year.
- B. Funding:** VOCA recipients may submit a FY 2005 Application for Renewal Funding for continuation of their currently funded activities. We are not able to accept requests for any funding increase or program expansion.

Although presumptively eligible for funding, current VOCA recipients are not guaranteed funding for FY 2005. Funding decisions will be based on the following factors:

- Compliance with VOCA regulations in FY 2004
- Competent fiscal management
- Spending history
- Availability of funds

- C. Application Due Date:** Applications (original plus one copy) should be delivered no later than **4:00 p.m. on Thursday, February 5, 2004** to:

Brenda Noel, VOCA Program Manager
Massachusetts Office for Victim Assistance
One Ashburton Place, Room 1101
Boston, MA 02108

No facsimiles or electronic submissions accepted.

- D. Technical Assistance:** The VOCA Team is available to assist you in the preparation of your FY 2005 Application for Renewal Funding. If you have any questions, please contact the VOCA Team at 617-727-5200. The VOCA team consists of the following MOVA staff:

Brenda Noel, VOCA Program Manager
Danielle Arcidiacono, Senior VOCA Program Associate
Allison Tassie, Senior VOCA Program Associate

II. Application Instructions (Read Carefully)

Since we are entering the second year of a three-year grant cycle, we have abbreviated the application for this year. Certain documents that were required in last year's initial application will not be required unless information has changed. Please review the application carefully.

- A. VOCA recipient agencies must abide by the requirements set forth in the FY2005 Application for Renewal Funding and the January 2003 VOCA Program Guidelines. Please read all of these documents thoroughly prior to preparing your application. These documents can be found at www.mass.gov/mova.
- B. Please read the instructions for each section carefully. Some sections only need to be completed once for the agency, while some sections need to be completed for each VOCA funded program. In addition, some attachments may not be required unless program information has changed since FY2004.
- C. Each agency must submit one original Application for Renewal Funding, labeled "ORIGINAL," and one additional copy of the complete application.
- D. The application must:
 - be typed on one-sided 8 ½ x 11 paper;
 - be double-spaced;
 - be in size 12 font;
 - have a page number on each page, including attachments.

Please note: Do not use report covers, binders, or folders. Applications should be put in a paper envelope and held together with a binder clip. No staples please.

- E. Please follow the outline, start new paragraphs for each subsection and label each subsection with the corresponding number and/or letter listed in the application.
- F. The completed original application and one copy must be returned to MOVA no later than 4:00 p.m. on February 5, 2004. This deadline is non-negotiable. **No facsimiles or electronic submissions accepted.**

Subsection 1: Program Narrative

A. **Checklist: Submit One Per Agency**

Complete and review the checklist carefully to ensure full consideration of your application. Submit the checklist as the first page of your application.

B. **Cover Page: Submit One Per Agency**

Please complete the cover page and submit it as the second page of your completed application, after the checklist.

C. **VOCA Program Information Page: Submit One Per Program**

In order to ensure that information is distributed efficiently and addressed to the proper person, please complete a Program Information Page for each program.

In addition, please provide us with the email addresses of any additional staff within a VOCA-funded program who would like to be added to the MassVOCA listserv. This group provides an opportunity for Victims of Crime Act (VOCA) grant sub-recipients in Massachusetts and MOVA to disseminate information in an expedient manner and to create an open dialogue online. This listserv is also for your program to communicate with other VOCA programs about events, grant news, and to encourage collaboration. This listserv can also be accessed at <http://groups.yahoo.com/group/MassVOCA>

We ask that you do not supply us with email addresses that are already on the listserv.

D. **Description of Proposed FY2005 VOCA Funded Services**

Please provide a two page narrative describing the proposed FY 2005 VOCA Program.

Please note: We will not review additional pages of narratives that go over the specified page limit. Include only proposed services and activities to be funded by VOCA and VOCA matching contributions. The narrative should describe:

1. The victim population(s) the program will continue to serve;
2. The program activities which will be provided and the intended results of the services;
3. Supervision and training of VOCA funded and volunteer direct service staff;
4. Coordination and collaboration with other agencies (e.g., criminal justice agencies, Victim Witness Advocates, other victim service providers in the area, police, hospitals) to receive and make referrals and ensure that services are not being duplicated; and
5. Outreach to victims and victim service providers.

E. **Description of Host Agency's Victim Service Program**

Please provide a one-page narrative describing how this VOCA funded program will be supported by the host agency. This section should describe in detail:

1. The overall mission of the agency;
2. The scope of the agency's victim services; and

3. How VOCA funds and the VOCA matching contribution will be used to expand and enhance victim services provided by the agency.

F. FY 2004 Performance Review: Submit One Per Program

Using the program timetables submitted with your FY 2004 Application for Funding, please provide information regarding your program's performance in FY2004.

1. Make a copy of your FY 2004 Program Timetables you submitted with your FY 2004 Application for Funding. In the comment section of the timetables, please indicate if the activities were completed for the months of July through January. If you would like to include additional comments about an activity in the timetable, please attach a brief narrative no more than one page.
2. For any activities that were not completed through the month of January, please attach a written explanation no more than one page.
3. For activities to be completed after January, please provide a brief narrative no more than one page describing your anticipated performance.

G. Program Changes

If your program was not funded for a service or did not provide a service that was put forth in the FY 2004 timetable, or has made changes in service delivery in FY 2004, or you expect to make changes in FY 2005, please submit a narrative (no more than one page) describing these changes. Include the status on any vacant VOCA funded or VOCA volunteer/unpaid positions, changes in the population served, types of services offered, site of service delivery, staff changes, etc.

H. FY 2005 Program Timetable

All agencies requesting funding are required to complete a comprehensive Program Timetable describing all anticipated FY 2005 program goals, objectives, activities and VOCA program staff that will be responsible for performing and completing each activity. With this application, MOVA has provide a timetable template for your program to use. **When completing the program timetable, it is required that:**

1. Timetables only reflect activities funded by VOCA Funds and VOCA Matching Contributions. Do not include activities funded by other sources.
2. Objectives must be stated in clear, measurable terms and include:
 - Services to be provided and activities that are necessary to successfully implement the objectives;
 - Number of clients that will be served;
 - If counseling groups are proposed, how many groups will be formed and how many clients can participate in the groups;
 - When services will be provided or activities will occur; and
 - Who will be responsible for each service or activity.
3. When completing the timetables, remember that:

- A “goal” is a statement of what the program hopes to achieve and the “objective” is the means by which the program will achieve the goal. Each program will have one or two goals and each goal will have three or four objectives, though this may vary.
- Each objective with its respective activities should appear on a separate timetable .

Subsection 2: Budget Request: Submit One Per Program

Applicants must complete the Budget Request Forms for the proposed FY2005 VOCA funded program. Detailed information on budgets, allowable costs, and program limitations are contained in the January 2003 VOCA Program Guidelines. **It is essential that you carefully review the section on Financial Policies and Procedures in the Program Guidelines before you complete the budget section.** Program income is not allowable under this grant. All VOCA funded services must be free.

As FY2005 will be a level-funded year, budgets should be based on the program’s current VOCA budget. Programs are now required to identify each cost as **indirect** or **direct** in their budgets while maintaining the 25/75 split requirement as detailed in the January 2003 VOCA Program Guidelines. Please refer to the Budget Instruction Sheet for a breakdown of indirect/direct costs.

In addition to the Budget Request Forms, it is required that you submit a budget narrative explaining all costs. Detail the purpose of each cost. For example, if training is part of your budget, discuss the intended goal and who will provide this training.

Subsection 3: Attachments

All agencies are required to submit the following attachments:

A. Contractor Authorized Signature Verification Form

All Applicants must sign the Contractor Authorized Signature Verification Form, which identifies the individual authorized to sign contracts for the organization. The person who signs this form must be the same signatory on the “Cover Page” of the application. State agencies are also required to submit this form. The form must include either a copy of the signatory’s identification (i.e., passport, driver’s license) or it may be notarized.

B. Agency and VOCA Program Organizational Structure Charts

1. Agency Structure

Applicants must provide a chart of the agency’s current administrative structure, indicating where the existing VOCA program(s) fits into the agency and direct lines of supervision.

2. VOCA Program Structure

Applicants must provide an organizational chart for each VOCA program. Indicate all VOCA program positions on the organizational chart, including paid and unpaid/volunteer victim service staff. Applicants do not need to put every unpaid/volunteer victim position on the chart, but do need to indicate the approximate number of unpaid/volunteer victim service staff and where they fit into the agency structure.

C. Paid Victim Service Staff: Submit Job Descriptions and Resumes Per Position.

Provide a one-page job description for each VOCA funded position and VOCA Matching Contributions. Describe **only** the activities funded through VOCA funds. Staff titles should match those titles listed in the narrative, timetable, and budget. The qualifications, lines of supervision, work hours and job activities should be clearly defined. The job descriptions will become part of the service contract. *Please place corresponding resume after each job description.*

D. Unpaid/Volunteer Victim Service Staff: Submit one per program.

Provide a narrative job description no longer than one page of the way(s) in which unpaid volunteer victim service staff are utilized in conjunction with the VOCA program(s) including recruitment, training, lines of supervision, and unpaid/volunteer activities. At the end of your description, please include the number and full time equivalent (FTE) of unpaid/volunteer victim service staff. *If utilizing volunteers is not a possibility, volunteer waivers will be granted upon written explanation and request in your application.*

E. List of Agency Board Members

Provide a list of the Agency's Board of Directors, with addresses for officers. If there is a separate Advisory Board relating to a service to be funded, please provide a list of its members and addresses as well.

F. Audit Report for FY2003 (state agencies are exempt)

Please provide a copy of your agency's audited financial statements, audit amendment documents, and management letters from the most recent audit report.

If your agency's FY2003 audit report is not currently available, please include your FY2002 audit report and provide an explanation as to when MOVA can expect to have the report sent to our office.

G. Agency/Victim Brochures

Please attach to the application copies of your agency's brochure and/or outreach materials for victim services. We ask that you please place brochures in an envelope, so as to assure they are not misplaced. It is not a requirement to create brochures with this grant.

H. Additional Attachments

The attachments listed below are **not required** with the application *unless* programmatic changes have occurred since FY2004. Please note, the agency is still bound by the VOCA Guidelines. If the status of the agency has changed, MOVA must be notified (i.e. if the agency no longer meets the basic eligibility criteria as stated in the Guidelines.) If changes have occurred, please submit only the relevant attachments that must be revised.

- General Subgrant Conditions & Certification Forms
- Attorney General's Division of Public Charities Report for FY 2003
- IRS Form 990 for FY 2003 (state agencies are exempt)
- Commonwealth Terms and Conditions for Human and Social Services
- Client Release of Information Form
- Client Confidentiality Policy
- List of Counties to Receive Services



Review the Checklist carefully to ensure that required information is not omitted from the application. Please do not submit any materials that are not requested, as they will not be considered.

Applications are due February 5, 2004 by 4:00 p.m.

Applications should be sent to:

**Brenda Noel, VOCA Program Manager
The Massachusetts Office for Victim Assistance
One Ashburton Place, Room 1101
Boston, MA 02108**

SECTION 3: Location of Attachments

The following word-formatted documents will be sent out on the MassVOCA listserv. They will also be available in .pdf format on the MOVA web site in the VOCA section entitled "Download VOCA Forms." The MOVA web site can be accessed at:
<http://www.mass.gov/mova>

REQUIRED ATTACHMENTS

Below is a list of all attachments that must be submitted with the application. These attachments must be submitted in order for your application to be considered.

- ☐ Application for Renewal Funding Checklist
 - ☐ Cover Page
 - ☐ VOCA Program Information Page
 - ☐ VOCA Grant Timetable
 - ☐ Budget Instruction Sheet
 - ☐ Blank VOCA Program Budget
 - ☐ Contractor Authorized Signature Verification Form
 - ☐ VOCA Grant Guidelines (Federal, State, and OMB Circular No. A-133)
-

ADDITIONAL ATTACHMENTS (may not be required)

The following forms are solely required if there have been programmatic changes since FY2004. Submit only the relevant attachments that must be revised.

- ☐ General Subgrant Conditions and Certification Forms
- ☐ Commonwealth Terms and Conditions for Human and Social Services